

**Library Services and Technology Act
2003-2007 Plan
State of Wyoming**

**Submitted to the
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW
Washington, DC 20506**

**Wyoming State Library
2301 Capitol Avenue
Cheyenne, WY 82002-0060
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This Five Year Plan is the document that sets forth the direction that will be taken by Wyoming libraries in addressing the priorities of the Library Services and Technology Act as set forth by Congress. This document identifies the issues in the state and the strategies that will be used to improve libraries and their services between October, 2002 and September, 2007. Because the library environment is dynamic and continually evolving, the objectives and outputs set forth in this plan represent our vision of the needs and priorities of Wyoming libraries as they exist today. If significant changes occur in the Wyoming library environment and community then those course corrections will be addressed with appropriate amendments to this document.

State Library Administrative Agency Mission

The Wyoming State Library is the administrative agency responsible for the Library Services and Technology Act program and funds in Wyoming. ***The mission of the Wyoming State Library is to promote library development, foster library cooperation and provide reliable information to our customers.*** This statement was adopted in July 2001.

This mission statement reflects the philosophy of the agency to serve as a leader within the library community for introducing or adapting technologies for library services, improving user access to information, and promoting a cooperative infrastructure. The statement also reflects the high level of customer service designed for and provided to colleagues and customers while respecting their goals, diversity, needs, and opinions.

Needs Assessment

Wyoming is the least populated state in the union with only 493,000 individuals spread over 90,000 square miles; Cheyenne, located in the most southeastern part of the state is the capitol city and has the largest population with 53,000 residents. The size of other towns drop significantly as only one other city has a population over 40,000 and only six additional towns have populations in the 10,000 to 20,000 range. Even though the state population by 8.9% between 1990 and 2000, it shows signs of an aging and diversifying rural population. The number of kindergarten through twelfth grade students has dropped by over ten percent over the past decade and the number of individuals over forty has increased during that same time period. These two census elements alone mean that social and health services continue to see increasing demands by residents while schools are being challenged to generate revenues to maintain and increase educational opportunities for the state's youth. Breaking down the population of 493,782 by ethnicity the state is composed of 6.4% Hispanic, 2.3% Native American, .8% Black, and .6% Asian according to the 2000 census. The growing Hispanic population is especially noteworthy for libraries of the state as services and resources start focusing on this portion of the population.

While the rural environment offers many residents the space and outdoor opportunities they seek, it creates challenging situations for those associated with libraries. Branch libraries are as far away from the headquarters as 140 miles; recruitment for professional positions is becoming increasingly difficult; and bringing librarians, trustees and staff together for planning meetings and continuing education events require significant effort and cost. Deliverables and

communications from the State Library to librarians, staff and trustees often require redundancy and the use of technology.

Looking at public library statistics an observer notices that only three dozen of the 500 individuals working in the twenty-three county libraries hold a graduate degree in library science. This small number of professionals scattered throughout a large area means that many in branches and central work units need continuing training that includes exposure to issues, technologies, library principles, and leadership. In the seven independent community colleges, fifteen professional and fifty-one support staff serve a total of 15,000 full time equivalent students who along with faculty expect state of the art information resources and librarian skills to deliver them. IPEDS data shows that these colleges are regularly below national averages in revenues, collections and staffing. School districts are experiencing declining student enrollment that in turn is yielding reduced educational funding. One effect of this environment is increasing turnover among library media specialists which is especially true in the middle and high school buildings. Even though newly hired individuals may possess an endorsement as library/media specialist, this turnover requires ongoing training in statewide licensed databases content, interlibrary protocols, and cooperative automation efforts. Specialized librarians, particularly in medical librarians, generally have graduate education and knowledge of the field but are not well networked together, or with the library community.

Because of the State Library's close working relationship with librarians from all types of libraries through the Wyoming Library Association, State Library's advisory Resource Sharing Council, the WYLD Network, cooperative projects, and consultation services, many local needs are easily identified. Training in librarianship, staff development, advocacy, library automation, shared systems, statewide databases and library promotion arise routinely as key issues for librarians and libraries.

These themes were repeated in the LSTA Evaluation conducted in 2001 as individuals from all types of libraries and at all levels of organizations emphasized training, staff development, WYLD automation, systems, and database licensing. Participants also cited the importance of adequate funding at the local level so libraries can develop collections that meet community interests and needs, can attract and sustain employees with reasonable salaries and benefits, and can maintain facilities that are safe, comfortable, and attractive. These are important issues but are not within the scope of LSTA during the next five years, especially when the annual state award has never exceeded \$575,000. Using the evaluation of the 1998-2002 program the State Library's Resource Sharing Council identified several important needs that LSTA should address in this 2003-2007 plan:

Staff development and ongoing training in library services, diversity and technologies,
Interlibrary cooperation in making resources available beyond county and state borders,

Introduction of emerging technologies to provide patrons a wide range of electronic resources and the mechanisms for librarians to deliver them, and

Promoting the value of library products to communities in the state.

These needs are addressed in this plan as outputs under various objectives.

The State Library utilized a significant amount of LSTA funds during the 1998-2002 program to improve the knowledge, skills and abilities of directors, library trustees, and staff at all levels so they could better serve the public and perform complex tasks. An average of 20% of each year's allocation for sub-grants addressed education, resource sharing and state institutions residents.

Resource sharing projects for the libraries of the state produced outcomes that provided a wide range of benefit for library users and residents of the state. Planning and implementation of several projects during the 1998-2002 timeframe included an agreement among libraries to retain some 200 serial titles for historical access by library users, introduction of an online discard list accessible to all librarians of the state, the State Library's designation as a Patent and Trademark Depository Library, and an improved relationship between the Wyoming and Colorado federal publications depositories.

As libraries in the state move into, and through, the five years of this plan, several events will occur having impact on librarianship in the state. First, a new, statewide integrated library system and related online products will be introduced in the later half of 2002, requiring module training for staffs throughout the state. End users will also undergo a learning cycle due to the increased capabilities of the public access catalog and its search capabilities. During this same time period, the Bill and Melinda Gates Foundation will install nearly one hundred computers in the state as part of its library initiative to bridge the digital divide. The presence of these computers will increase attention on Wyoming's libraries as the place from which to access the web. Digitization will also move to the front of library initiatives during these five years as intrastate and interstate projects unfold. As the library community moves into year two of the plan, an interlibrary loan management system will become fully operational in most libraries and will, among its features, empower users to initiate ILL transactions without staff mediation. Visioning into the third, fourth and fifth years of this plan becomes difficult due to the speed at which changes occur in the development of new products and expectations of customers for access to the services or linkages of those products. The Wyoming State Library will continue to monitor the emerging technologies to determine which fit Wyoming priorities and how to best introduced them.

During these upcoming years the economy of the state will continue to fluctuate due to its' heavy dependence on mineral extraction and energy production for revenue. This fluctuation affects the local revenues for libraries and resulting services available for each dollar. While the "dot.com" craze did not affect the state as it did with many others, online developments for libraries must continue in order to provide equity among all the counties.

During the time period of this plan it is likely that the county libraries will see one-third to one-half of the twenty-three directors retire or resign. Because these twenty-three individuals are key to local and statewide initiatives, each one of them plays a critical link in our chain of cooperation. Staff turnover may also be high as retirements and resignations occur. Recruitment will be more difficult as libraries of all types compete with libraries in communities in all states seeking to attract the best and brightest for directors, managers, and specialists.

The WYLD Network will continue to play a pivotal role within the Wyoming library community. With the Network including a shared integrated library system, statewide telecommunications, statewide licensed databases and the potential for digitized resources and new online products, the State Library will continue to play a leading role in investigating technologies, content, and Network management. Training and guidance will continue to be important so that staff at local libraries are fully skilled in the functionality of public and staff components.

During the five years of this plan the Wyoming State Library will continue to use LSTA funds for projects and actions that improve equity among libraries of the state. An important

conclusion from the 2001 Evaluation Report was the role that LSTA played in “leveling the playing field” within the state. That guiding principle of equity will continue to play an important role in the projects supported with federal funds.

LSTA – 2003 to 2007 Strategies

Wyoming Goal: Create a dynamic information environment in which librarians are viewed as important participants and libraries are viewed as important assets in the educational, professional, and personal successes of all residents of the state.

Wyoming Objective 1: Emphasize professional development for librarians, trustees and staffs to maximize the library products and technologies used in Wyoming libraries, and deliver traditional library programs, resources and services offered in libraries.

Linkage to LSTA Goal One: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Linkage to LSTA Goal Two: Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks.

Linkage to LSTA Goal Three: Providing electronic and other linkages among and between all types of libraries.

Output 1. Train librarians regularly in the use of WYLD CAT (the electronic catalog), licensed databases, government resources, and other information resources or products acquired for statewide projects.

Output 2. Deliver workshops, educational opportunities, and information products that assist librarians, staff and trustees in effectively providing services, developing policies, assuming library leadership roles, and working with local governments and community groups.

Output 3. Offer sub-grants that enable individuals and libraries to obtain new information and formal education in dealing with technologies, traditional library services, and emerging programs.

Output 4. Cooperate with institutions of higher education, organizations, library associations, and consultants so individuals in the state have access to specialized education, training, and resources that improve their working skills.

Output 5. Generate resource sharing and information-sharing products including regularly published newsletters, an annual library directory, annual statistical reports, specialty manuals, and promotional materials both in print and electronic form.

Output 6. Plan, consult, and implement projects to address a wide range of library and information issues. State Library staff will develop the necessary skills to lead the projects through training, conferences and other educational mechanisms.

Output 7. License annually electronic products such as Library Literature and OCLC's WorldCat as tools for librarians and trustees to identify professional literature that can aid in improving services, studying issues, and addressing ongoing conversion.

Output 8. Maintain a professional collection of library science resources that deal with issues, trends, and information in any type of library. The collection of monographs, periodicals and non-print resources will be identifiable in the statewide catalog and loaned as needed.

Timetable: All these strategies will be ongoing during all years of the plan.

Outcomes: Individuals associated with libraries will have been reached through at least one training session, continuing education event or workshop making them better equipped with practical experiences, new information, and library science theory to plan and implement service, with a focus on customer service and professionalism.

Public services staff will understand the searching routines and content of licensed databases so assistance given to library users will reflect the training given to those staff.

Plan for Evaluation: The state library will conduct education and training surveys at several points during the five year plan to determine changes in the worker, the benefits and improved services for customers, and the emerging issues that require an educational component. Sub-grants will be monitored so that evaluative data can be tabulated for effectiveness, priorities and outcomes.

Wyoming Objective 2: Build upon the long history of library cooperation within the state with initiatives that offer library and information users seamless access to libraries and their resources, cooperative services crossing types of libraries, and rapid delivery of information.

Linkage to LSTA Goal One: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Linkage to LSTA Goal Two: Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks.

Linkage to LSTA Goal Three: Providing electronic and other linkages among and between all types of libraries.

Linkage to LSTA Goal Four: Develop public and private partnerships with other agencies and community-based organizations.

Output 1. Provide access to information, identify options to develop virtual resources, introduce digitization, preserve Wyoming historical resources, monitor intellectual property concerns, and build upon the strengths of existing collections through cooperative projects of all types of libraries in the state.

Output 2. Promote statewide interlibrary cooperation and empower the user to be involved in the retrieval of information through ongoing analysis of emerging library technologies and products that provide benefits.

Output 3. Continue to promote libraries and library products to the public, students and professionals emphasizing the content available in government publications, electronic databases, and traditional print, and showing how these resources affect work, education and personal growth.

Output 4. Locate resources and research information for residents through a statewide Interlibrary Loan Clearinghouse and Center of Last Resort when those functions cannot be delivered locally.

Output 5. Represent the Wyoming perspective in electronic networks, digitization, and technology planning at the national and regional levels.

Output 6. Support statewide ongoing and retrospective conversion, especially at school and special libraries, through a variety of mechanisms including OCLC's CatExpress and WYLD linking training.

Timetable: All outputs will be addressed annually during the five years of this plan.

Outcomes: New and enhanced cooperative projects will enhance access to libraries and their resources. For each cooperative project, librarians will find significant value in participation.

Use of the State Library's Interlibrary Loan Clearinghouse should decrease as library networks are expanded so each library reaches capability to deal directly with other libraries, organizations, and entities.

Plan for Evaluation: The state library will identify the cooperative projects and conduct follow up surveys to determine participation by libraries, reasons for participation, benefits to staff, and service improvements to customers.

Wyoming Objective 3: Introduce technologies, software, and end-user services that link Wyoming libraries, and link Wyoming libraries with national networks and databases.

Linkage to LSTA Goal One: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Linkage to LSTA Goal Two: Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks.

Linkage to LSTA Goal Three: Providing electronic and other linkages among and between all types of libraries.

Linkage to LSTA Goal Four: Develop public and private partnerships with other agencies and community-based organizations.

Output 1: Continually investigate, test and introduce software or systems including the Sirsi Hyperion digitization module and Fretwell-Downing interlibrary loan management software package that are designed to link libraries and their resources.

Output 2: Train county, school, special and academic librarians in use of a new statewide interlibrary loan management system to improve services to customers and empower users to initiate interlibrary transactions will occur

Output 3. Manage cooperative systems used by libraries through planning, operations, training, and evaluation. Monitor automated reports to determine the growth of selected systems including the interlibrary loan package and integrated library system and obtain assistance from local libraries in surveying end user satisfaction of deliverables.

Timetable: Complete training by the end of FY2004. Offer follow-up training sessions as needed or when significant turnover occurs in local libraries. New products that offer improvements in effectiveness and efficiencies in libraries will be introduced as funding is available.

Outcomes: 75% of the librarians from participating agencies will become sufficiently knowledgeable of software, project benefits, linkages to available electronic resources, and public communications in promoting special services.

Statewide interlibrary loan usage will increase above the 2002 level as librarians empower the user to identify and simplify the delivery processes and as users respond positively to self-initiated interlibrary loan opportunities.

Two digitization projects will be supported within the library community to make accessible valuable information collected by libraries, or made available through libraries in cooperation with museums. Librarians and staff participating in any digitization projects will understand the issues and processes related to this technology.

Plan for Evaluation: A survey will be sent at two intervals after any new product training sessions to determine staff understanding of the product, use, and resulting changes in customer use of library resources or staff.

Wyoming Objective 4: Heighten sensitivity of local library staff and trustees to the issues, cultural attitudes and approaches in reaching and serving potential library users from outside the mainstream culture.

Linkage to LSTA Goal One: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Linkage to LSTA Goal Five: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills

Linkage to LSTA Goal Six: Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Linkage to LSTA Goal Four: Develop public and private partnerships with other agencies and community-based organizations.

Output 1. Consult with librarians on diversity and literacy issues to help them better develop services and resources that improve their relationship to unserved and underserved groups.

Output 2. Design a toolkit so librarians have resources available that help them to establish services and activities that attract non-users from various cultural and economic backgrounds.

Output 3. Promote reading, books and information literacy as important elements in achieving a high quality of life.

Timetable: Actions will begin in FY2003 or 04 after statewide migration to a new integrated library system.

Outcomes: County libraries will have clearly defined plans for providing services to diverse groups and will be acquiring resources, offering programs, and communicating with representatives of those cultural and ethnic groups.

Collectively the public libraries will see an increase in visits and a corresponding increase of circulation above 2002 levels.

Plan for Evaluation: The State Library will establish a benchmark of the programs in the libraries and survey libraries at later points to determine the increase in new programs, expanded services, and best practices that help attract customers from underserved communities.

Wyoming Objective 5: Ensure that inmates of state prisons, residents of state institutions, and visually impaired individuals have library services and resources to meet their basic reading needs.

Linkage to LSTA Goal Five: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

Linkage to LSTA Goal Five: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

Linkage to LSTA Goal Six: Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Output 1. Provide sub-grants to state institutions to support the acquisitions of informational resources, reading materials, and multi-media products.

Output 2. Continue management of a central purchasing service to the institutions to maximize the purchasing power of any sub-grants awarded.

Output 3. Manage the rotating large print collections used by public and institution libraries that serve the visually impaired. Enrich the collections with new titles of popular fiction and non-fiction.

Output 4. Cooperate with literacy agencies and organizations to provide train the trainer workshops and direct consumer workshops that improve the literacy level for targeted individuals and families in the state.

Timetable: These outputs will be ongoing.

Outcomes: The twelve state institutions will expend their LSTA sub-grants within each year and be able to provide a report on the effect of library resources purchased to support personal growth and recreation to this isolated population.

The Central Acquisitions office will provide the purchasing mechanism for the institutions and obtain discounts averaging 30% from jobbers.

Usage of the large print resources will grow over the term of this program.

Trained staff will provide targeted families and inmates with literacy skills that improve their environment and offer new ways to communicate and exchange ideas with their children and spouses.

Plan for Evaluation: Annual reports from the institutions and residents will identify customer impact and resource utilization. Large print data will be collected from participating libraries to determine user satisfaction, value, and outcomes.

Wyoming Objective 6: Stimulate librarians to think “outside the box” in a) the introduction of new products or services, b) ways to add value to existing services, and c) cooperative services.

Linkage to LSTA Goal One: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Linkage to LSTA Goal Four: Develop public and private partnerships with other agencies and community-based organizations.

Linkage to LSTA Goal Five: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills

Linkage to LSTA Goal Six: Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Output 1. Communicate to library directors and key staff on the emerging products, technologies and approaches to services so they can vision possibilities and alternatives in the range of services provided to their customers.

Output 2. Institute a sub-grant program for libraries that encourages the development of innovative services to customers and attracts new customers. Projects will be encouraged to serve as models that other libraries can reproduce.

Output 3. Provide infrastructure services at the State Library for efficiencies of services and projects as appropriate.

Timetable: Beginning any fiscal year that the LSTA appropriation increases significantly so a sub-grant program can be established with adequate funding, appropriate program priorities and eligibility requirements will be defined by the Resource Sharing Council.

Outcome: County libraries will submit grant applications that proposing innovative projects to address special needs of their constituency. The number of awards will be subject to the available funds and cost of proposals.

Plan for Evaluation: Sub-grants will require benchmarks or other pre-implementation data and measurements so improvements in services and customer impact resulting from any project can be identified or documented.

LSTA Institutional Participation

For the purpose of the Wyoming plan, the participating types of libraries and institutions are eligible to participate in LSTA training and cooperative projects during this five-year period. These participants are generally:

- The 23 county libraries, their branches and bookmobiles,
- The 7 community colleges and their branches,
- The University of Wyoming Libraries,
- Libraries in the public school districts,
- The twelve State institutions,
- The Wyoming Library Association,
- The WYLD Network,
- Special libraries including law, medical, historical, and governmental,
- Religious, private and corporate libraries that permit access to their collections in person or electronically,
- Public, private, and community museum libraries that permit access to their collections in person or electronically,
- Governments and organizations when the project improves access to information and interagency cooperation, and
- The Wyoming State Library as program administrator and participant.

Participation in competitive sub-grant opportunities will generally be limited to the following institutions:

- The 23 county libraries, their branches and bookmobiles,
- The 7 community colleges and their branches,
- The University of Wyoming Libraries,
- Libraries in the public school districts,
- The twelve State institutions,
- The Wyoming Library Association,
- The WYLD Network,
- Special libraries including law, medical, historical, and governmental, and
- The Wyoming State Library as program administrator and participant.

Stakeholder Involvement

The State Library will involve librarians in processes to identify appropriate projects and decisions regarding the LSTA State Plan. The Resource Sharing Council, an advisory body for the State Library, will serve as the principal organization to provide advice and direction. Experience with this body shows that the geographic and type of library diversity provides creativity and perspective on the goals of State Library initiatives that reflect the interests of many other individuals. This body will regularly review the LSTA projects, outputs and outcomes so that subsequent actions will reflect continuity, equity and inclusivity.

Public and academic library directors convene for an annual retreat and an LSTA component will be included in that gathering. Directors are important in the success of any State Library or statewide initiative so discussions, surveys or other steps will be initiated to obtain reaction, satisfaction and comments on existing and future considerations.

As a third action, the State Library will use the Wyoming Library Association annual conference as an opportunity to involve stakeholders by holding focus sessions or conducting a survey on general or specific LSTA projects and user outcomes. The Library will continue to provide a written annual review to the membership of the association on the projects, issues, and outcomes of initiatives.

Communications and Public Availability

The LSTA Five-Year Plan will be posted on the State Library web site (www-wsl.state.wy.us) for ongoing review by librarians, trustees, library advocates, and the general public. A mechanism will be established so that comments and questions can be sent to the LSTA Coordinator via e-mail, fax, phone, or standard mail. Responses will be documented. A printed copy of the Plan will be generated for library directors, leaders of the Wyoming Library Association, Resource Sharing Council, Wyoming State Library Board and managers.

Monitoring

All LSTA projects have a State Library component because of agency leadership or participation in projects, financial reporting, and/or ongoing development. The State Library staff is often the project leaders for statewide or cooperative initiatives, or the “go to” person for project actions. This proximity to projects offers assurances that goals are being met and LSTA funds are used appropriately. Other key mechanisms for monitoring projects and sub-grants will be updates during internal management meetings, communications to selected project participants during the life cycle, reviews of internal spreadsheets and reports, and evaluation reports from participating librarians.

Evaluation

The State Library will monitor activities being supported with LSTA funds on an ongoing basis. In addition to this continuing review, the Library will conduct a summary evaluation of the Wyoming LSTA program before closure of this five-year plan to meet program requirements and gain additional information on the impact of the program on libraries and residents. The appropriate methodology and format selected for that final evaluation will be based upon data, surveys and input collected by the State Library or reported from stakeholders during the first four years of this program.

CERTIFICATIONS AND ASSURANCES

Statement of Program Assurances

Certifications Regarding Debarment, Suspension and Other Responsibility Matters: Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination

Assurances of Non-Construction Programs

Certification of Appropriate State Legal Officer

Assurances and Certifications must have original signatures and must be returned with the Five-Year Plan.



STATEMENT OF PROGRAM ASSURANCES

All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, P.L. 104-208, as amended, must comply with the statutes and regulations cited below. To receive federal assistance, all applicants must provide this signed Statement of Program Assurances.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with Subtitle B of the Museum and Library Services Act of 1996 -- the Library Services and Technology Act ("LSTA" or this "Act"), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

(a) Pursuant to 20 U.S.C. Section 9122(6), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).

(b) Pursuant to 20 U.S.C. Section 9134(b)(6), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public elementary school and secondary school libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

(c) Pursuant to 20 U.S.C. Section 9134(b)(7), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of this Act.

(d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 -- Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R. Part 1110 -- Nondiscrimination in Federally Assisted Programs; and 45 C.F.R. Part 1185 -- Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace, under the rules for the National Foundation on the Arts and the Humanities.

The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, DC 20506.

Signature of Authorizing Official

Name and Title of Authorizing Official

Date



CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (b) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (c) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

- (d) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (e) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (f) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;

(d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorizing Official

Name and Title of Authorizing Official

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §327333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE:
APPLICANT ORGANIZATION		DATE SUBMITTED

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CERTIFICATION OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that _____ (Name of State Agency) _____, (Name of State) is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that _____ (Name of Authorized State Agency Official) is the officer authorized to submit the State Plan for the named State Agency; that the State Treasurer or _____ (Title of Officer other than State Treasurer) has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

**(Signature of Attorney General or
Other State Legal Officer)**

Title

Date

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